

**MERIT PROMOTION
VACANCY ANNOUNCEMENT**

**QUENTIN N. BURDICK MEMORIAL HEALTH CARE FACILITY
PERSONNEL DEPARTMENT
#1 MAIN STREET, PO BOX 160
BELCOURT, NORTH DAKOTA 58316**

ABERDEEN AREA IHS IS A SMOKE FREE ENVIRONMENT

February 9, 2005

POSITION: Nurse/Clinical Nurse LOCATIONS Supervisory Clinical Nurse AT	LOCATION: VARIOUS WITHIN NURSING BELCOURT, ND
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SALARY: NURSE:

GS-610-04, \$38,226 or
GS-610-05, \$41,960 or
GS-610-07, \$45,852 or

CLINICAL NURSE:

GS-610-09, \$49,850 or
GS-610-10, \$52,159 or

SUPERVISORY CLINICAL NURSE:

GS-610-11, \$60,319 or
GS-610-12, \$70,484 Per Annum

VACANCY NUMBER: BE-MPP-

05-01-BE

OPENING DATE: February 9, 2005
CONTINUOUS

CLOSING DATE: OPEN

Applications and related documents must be received at the above address on the issuance date of the selection roster. For information contact: DONNA BELGARDE at (701) 477-6111. All applications are subject to retention, no requests for copies will be honored. Applications can be faxed to (701) 477-8410. **(NOT RESPONSIBLE FOR UNSUCCESSFUL TRANSMISSIONS)**. Applications by e-mail will be accepted. It is the responsibility of the applicant to submit a completed application.

E-MAIL ADDRESS: donna.belgarde@mail.ihs.gov

LOCATION: * Positions will be filled at the following locations as vacancies occur in each department. There may not be immediate vacancies in all departments. Interested applicants should check with the local Personnel Office for further information concerning immediate employment needs.

APPOINTMENT: <u>XX</u> Permanent <u>XX</u> Not-To-Exceed The applicant selected for this position may be appointed to either a one year appointment or an appointment in excess of one year, depending on the status of the applicant.	WORK SCHEDULE: <u>XX</u> Full-Time <u>XX</u> Part-Time <u>XX</u> Intermittent <u>XX</u> Subject to Rotating Shifts	AREA OF CONSIDERATION: <u>XX</u> Commuting Area <u>XX</u> Area-Wide <u>XX</u> IHS-Wide <u>XX</u> DHHS-Wide
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MOVING: Travel will be paid provided all legal and regulatory requirements and travel regulations are met.

CONDITIONS OF EMPLOYMENT:

ON-CALL: XX YES XX NO *Call-back duty is defined as irregular or occasional work performed by an employee on a day when the work was not scheduled for the employee. This will require the employee to return to his/her place of employment within the specified time frames.

All applicants are required to complete the attached "Addendum to Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" form to determine eligibility for federal employment. **Your application may not be considered for this designated child-care worker position if you do not complete and submit this form or if you answer, "Yes" to either of the two questions.**

In accordance with the IHS employee immunization policy, selectee will be required to be immunized, for measles and rubella by providing documentation/proof of immunity of measles and rubella OR being vaccinated prior to or at the time of their entrance on duty. Persons born before 1957 are not required to take the measles vaccine or provide proof of immunity. Special consideration may be allowed to individuals who are allergic to a component of a vaccine or have a history of severe reaction to a vaccine or who are currently pregnant. This applies to candidates for positions in any Service Unit or applicants, who are applying for Area Office positions, may be required to be immunized if he or she provides services or has contact with patients at the Service Units.

NOTE: Applicants must provide work experience (paid/non-paid) – Job Title (include series and if Federal job), duties, responsibilities and accomplishments (if you describe more than one type of work, i.e., carpentry and painting, or personnel and budget, write the approximate amount of time you spent doing each).

Employers name and address, supervisor's name and phone number, starting and ending dates (month/year), **AVERAGE HOURS WORKED PER WEEK**, and salary (beginning/ending) on application.

Persons who submit incomplete applications will be given credit only for the information they provide and may not receive full credit for their veteran preference determination, Indian Preference, education, training and/or experience.

DEPENDING ON THE POSITION MAY HAVE GRADE POTENTIAL

SUPERVISORY/MANAGERIAL: XX YES XX NO

*May require one-year probation depending on the position.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S.C. CODE, SECTION 472 AND 473). THE INDIAN HEALTH SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER. THE INDIAN HEALTH SERVICE HAS A ZERO TOLERANCE SEXUAL HARASSMENT POLICY, IHS CIRCULAR NO. 95-11, IN PLACE WHICH IT DISSEMINATES TO ITS EMPLOYEES.

WHO MAY APPLY FOR PERMANENT POSITIONS: (1) Federal employees occupying a permanent position who have competitive civil service status or those who acquired

comparable status as a result of serving in an IHS excepted service position on an Excepted appointment; (2) Indian Preference eligibles occupying a temporary position or unemployed; (3) Other sources: severely handicapped; Reinstatement eligibles, etc; (4) Current permanent employees with Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan.

Applicants must indicate on their application whether they are applying under the Merit Promotion Plan, Excepted Service Examining Plan, or both. Current IHS employees and those applicants eligible for reinstatement or transfer who do not indicate which procedures they are applying under will be considered under merit promotion only. "Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply."

WHO MAY APPLY FOR TEMPORARY POSITIONS: Applications will be accepted from most anyone if the position is temporary and will last one year or less. Applications will also be accepted from Indian Preference applicants if the appointment will be made in excess of one year. Non-Indians may apply for term positions provided he or she has status and the appointment can be made in the competitive service.

DUTIES AND RESPONSIBILITIES: Under the general supervision of the Director of Nursing, Assistant Director of Nursing and/or professional designee, the incumbent is responsible for performing professional nursing duties in medical surgical, pediatric, obstetric, communicable disease units in a hospital, clinic. Rotational assignments must be accepted by an incumbent in accordance with nursing service needs. Positions are located in Med/Surg (In-Patient), OB, Operating Room, Recovery, Emergency Room and Outpatient Areas,.

QUALIFICATION REQUIREMENTS: Candidate must meet qualification standards as specified in **OPM Operating Manual** (Qualification Standards for General Schedule Positions) and/or the Excepted Service Qualification Standard, including IHS licensure policy:

Basic Requirements:

Education: Degree or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant. (One year of nursing experience as a military corpsman that has been accepted by a State licensing body may be accepted in lieu of education at GS-4 level.)

Registration: Applicants must have active current registration as a professional nurse in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

Selective Factor: Verification of a current, valid, active, unrestricted license in any State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States is required with no grace period for new graduates.

The following Table shows the amount of education and/or experience required to qualify for positions covered by this standard.

GRADE	EDUCATION	AND/ OR	EXPERIENCE
GS-04	Completion of a program of less than 30 months' duration or associate degree.	OR	1 year of nursing experience as a military corpsman

GS-05 OR	Completion of a program of less than 30 months' duration or associate degree. OR Completion of a program of at least 30 months duration or 4 academic years above high school or bachelor's degree.	AND	1 year of professional nursing, or of at least GS-4 level practical nurse or nursing assistant experience under the supervision of a professional nurse. None.
GS-07 OR	Completion of a professional nursing program. OR 1 full year of graduate education or bachelor's with superior academic achievement (S.A.A)	AND	1 year of experience equivalent to at least the GS-5 level. None
GS-09	2 full years of progressively higher level graduate education or a master's or equivalent degree	OR	1 year of experience equivalent to at least the GS-7 level.
GS-11	Completion of all requirements for a doctoral degree (Ph.D. or equivalent) or 3 full years of progressively higher level graduate education	OR	1 year of experience equivalent to at least the GS-9 level.
GS-12	None		1 year of experience equivalent to at least the next lower grade.

Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.

Evaluation of Education: At the GS-5 level, successfully completed undergraduate course work in nursing; the behavioral, physical, or biological sciences related to nursing; nutrition; public health; and maternal and child health in excess of that required for completion of an associate degree may be substituted for professional nursing experience at the rate of 1 academic year for 9 months of experience.

Graduate-level education must have been in nursing with a concentration in a field of nursing (e.g. teaching, a clinical specialty, research, administration, etc.) or in a closely related non-nursing field directly applicable to requirements of the position to be filled. Applicants for nurse midwife positions must have completed an organized program of study and clinical experience recognized by the American College of Nurse Midwives.

Evaluation of Experience: Experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform the duties of the position. At GS-9, and above, many positions require experience in a specialty area of nursing.

EXCEPTED SERVICE QUALIFICATION REQUIREMENTS: Same as above.

Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements. Applicants who meet the basic qualification requirements and selective factors described in this announcement will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, and performance appraisal, etc., indicate they possess the knowledge, skills, and abilities described below. All applicants should provide clear, concise examples that show level of accomplishment or degree to which

they possess the KSA's either on their application/resume or as a separate attachment. The information provided will be used to determine the "best qualified" candidates.

SUPPLEMENTAL QUESTIONNAIRE - KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of nursing principles, theories, concepts, and techniques.
2. Ability to apply the nursing process.
3. Ability to communicate verbally and in writing with a variety of people.
4. Knowledge of Quality Assurance and accreditation activities. In addition, applicants for *supervisory* positions please include.
5. Knowledge of (and/or ability to apply) management leadership.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after competitive appointment, time-in-grade, and qualification requirements by the issuance date of the selection roster, if applicable.

HOW TO APPLY: Applicants must submit their applications to the Quentin N. Burdick Memorial Health Care Facility, Personnel Department, Indian Health Service, PO Box 160, Belcourt, North Dakota 58316. **ALL APPLICATIONS MUST INCLUDE ALL THE APPLICABLE DOCUMENTS:**

1. Applicants may submit ONE of the following: a) OF-612, Optional Application for Federal Employment; b) SF-171, Application for Federal Employment; c) Resume; or d) any other written application format.
2. Current Performance Rating, if available.
3. Applicants claiming Indian Preference **MUST** submit along with their application, FORM BIA-4432, Verification of Indian Preference. **BIA FORM-4432 IS THE ONLY FORM OUR OFFICE WILL ACCEPT.** Current IHS employees of Aberdeen and Bemidji Areas need only indicate on their application that verification is on file in their Official Personnel Folder (OPF).
4. If you wish to substitute appropriate education for experience, you **MUST** submit your transcripts along with your application. If your education is appropriate for the position being filled then your education may be substituted for experience.
5. For current or former Federal employees, a copy of your latest Notification of Personnel Action (SF-50B).
6. **All applications for this position MUST include the attached "Addendum to Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" form (see attachment).**
7. **VETERAN'S PREFERENCE CERTIFICATION:** Form DD-214 indicating discharge and or Form SF-15, claiming 10-point preference. Veteran's Preference is not applicable to current permanent employees with the Department of Health and Human Services, Federal employees with competitive status or reinstatement eligibles unless you are eligible for Indian Preference and wish to be considered for the Excepted Service. No preference will be allowed unless a copy of the DD-214 is attached to the application.

EMPLOYMENT OF PEOPLE WITH DISABILITIES:

IHS provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Alice LaFontaine, Selective Placement Officer, at (605) 226-7213. The decision on granting reasonable accommodation will be on a case-by-case basis.

APPLICATION INSTRUCTIONS FOR PUBLIC HEALTH SERVICE COMMISSIONED

CORPS CANDIDATES: Applicants should submit the following:

1. Copy of resume or curriculum vitae showing work experience, dates of employment, names and addresses of supervisors, include any education and other information reflecting individual qualifications for consideration.

Commissioned Corp Applicants claiming Indian Preference must submit BIA form 4432 and will be evaluated against existing applicable standards.

INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS:

Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the Personnel Office to make a determination that you have the required qualifications for the position. **Failure to include any of the information listed below may result in loss of consideration for this position. Additional information will not be solicited by this office.**

- a. Announcement Number, Title, and Grade of the job for which you are applying.
- b. Full name, mailing address (with zip code) and day/evening telephone numbers (with area codes).
- c. Social Security Number
- d. Country of citizenship
- e. Veteran's preference
- f. Highest Federal Civilian Grade held (give job series and dates held).
- g. High School - Name, City, State (with zip code), and date of diploma or GED.
- h. Colleges and Universities - Name, City, State (with zip code), majors, type and year of any degrees received (if no degree show total semester/quarter hours earned) (Attached transcripts).
- i. Work experience (paid/nonpaid)-Job title (include series and if Federal job), duties, responsibilities and accomplishments (*if you describe more than one type of work, i.e., carpentry and painting, or personnel and budget, write the approximate amount of time you spent doing each*), employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), **AVERAGE HOURS WORKED PER WEEK**, and salary (beginning/ending).
- j. Indicate if we may contact your current and/or former supervisor.
- k. Job-related training courses, skills, certificates, registrations, and licenses (current only), honors, awards, and special accomplishments.

DO NOT SUBMIT POSITION DESCRIPTIONS. All applications must be signed and dated. All material submitted for consideration under this announcement becomes the property of the Division of Personnel Management and is subject to verification. Careful consideration should be given to the information provided, fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and or determination of unsuitability for Federal employment.

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) FOR SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation (CES) you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current

IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a CES and, the date of the RIF separation has not passed and you are still on the rolls of the DHHS. You must submit a copy of the RIF separation notice or CES along with your application.

2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by the DHHS in the same commuting area (or nationwide for IHS employees GS-09 and above) of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation etc.)
6. Meet the basic qualifications for the position, any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as a RIF separation notice, a letter from the Office of Personnel Management (OPM) or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and shows disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates Retirement in lieu of RIF; or
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
 - OR**
 - B. Former Military Reserve or National Guard Technicians who are receiving a special OPM disability retirement annuity under section 8337 (h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement

does not apply to candidates who are eligible due to compensable injury or disability retirement).

4. Occupy or be displaced from a position in the same local commuting area (or nationwide for IHS employees GS-09 and above) of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.)
6. CTAP eligible applicants will be considered "well qualified" if their documented experience, knowledge, skill and abilities are comparable to or exceed that described at the acceptable level on the crediting plan for the position to be filled.

THE INDIAN HEALTH SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER.

Addendum to Declaration for Federal Employment (OF 306)

Indian Health Service

Child Care & Indian Child Care Worker Positions

FORM APPROVED: O.M.B. NO. 0917-0028

Expires 11/30/2005

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Item 15a. Agency Specific Questions

Name: _____ (Please Print)

Social Security Number: _____

Job Title in Announcement: _____

Announcement Number: _____

Section 231 of the Crime Control Act 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

- 1) Have you ever been arrested for or charged with a crime involving a child?
YES _____ NO _____

[If YES, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]

- 2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children? YES _____ NO _____

[If YES, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name address of the police department or court involved.]

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

Public Burden Statement: In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3), a Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852. ***Please do not send completed data collection instruments to this address.***

Applicant's Signature (sign in ink)

Date